

EVALUATION REPORT

TO: Executive Secretary Suggestion and Achievement
Awards Committee

SUGGESTION NO.

INSTRUCTIONS: Please complete this form in detail to guide the Suggestion and Achievement Awards Committee in making a final determination of the merits of this proposal. Retain third copy. SEE REVERSE SIDE, THIRD COPY FOR ADDED GUIDANCE.

1. ACTION RECOMMENDED ☒ ADOPT DATE IMPLEMENTED _____ ☐ DECLINE ☐ OTHER (Specify)
as modified

2. REASONS FOR RECOMMENDATION (If more space is needed, use plain paper)

The Fine Arts Commission believes that the Office of Training and Education should have the final say about this suggestion, but is prepared to approve the use of "Class in Session" signs on classroom doors, provided the signs be black with white lettering in a type style consistent with the style used for room signs. The FAC also strongly recommends that instead of hinged signs we use brackets identical to those used for room signs, with an insert which slides into place, showing a blank black face on one side and "Class in Session" on the other.

3. TANGIBLE FIRST-YEAR SAVINGS (Hours, salary costs and rates, material, equipment, etc. saved.) (Attach a separate sheet if necessary.)

Savings are not a factor.

4. INTANGIBLE BENEFITS (See guide on reverse side of third copy) (Specify "Value of Benefit" and "Extent of Application", explaining reasons to justify your appraisal).

The FAC leaves the question of benefits to OTE.

5. WHAT OTHER OFFICES, DIVISIONS, ETC. MIGHT ALSO USE THIS IDEA?

If other door-mounted signs are needed elsewhere in the Agency, the FAC would want them to be of the same design as those adopted for classroom use.

STAT

DATE

15 Feb 1983

DATE

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n/FAC

TEE MEMBER OR PROGRAM COORDINATOR

TITLE OR SUBJECT OF SUGGESTION	CLASSROOM DOOR SIGN, TO PREVENT CLASSROOM INTERRUPTIONS	SUGGESTION NO.
82-264		
PRESENT METHOD		
<p>Usually, when a classroom is in use, the door is closed. This has not prevented people from opening the door to look into the classroom to see if it is in use, (or whatever the reason might be). This is disrupting lectures, video taping, film viewing, etc. Many training officers have complained to me about this irregularity.</p>		
I SUGGEST		
<p>A permanent sign mounted on the door of the classroom. This sign, engraved in plastic and hinged at the top, would read "class in session" on one side. The other side of this sign would be blank. Training instructors would turn the sign to the appropriate side before and after their class. (Please see photographs)</p>		
ADVANTAGES		
<p>The sign conveys a necessary and obvious message. Instructors can rely on this sign being in place permanently, and the instructors will have an end to any and all unnecessary interruptions of their classrooms.</p>		
<p>This sign was fabricated entirely in-house from available materials.</p>		

Form 244
(6-80)USE PREVIOUS
EDITIONSUNCLASSIFIED
CLASSIFY AS APPROPRIATE
☐ DCL ☐ RVW _____
 DRV _____ BY _____

(47)